

WOOD COUNTY REPUBLICAN EXECUTIVE COMMITTEE

Bylaws

Article I—Name

The name of this organization shall be the **Wood County Republican Executive Committee**.

Article II--Purpose

The purpose of the Wood County Republican Executive committee shall be:

- To carry out the provisions of the law of West Virginia with reference to executive committees of political parties at county level;
- To promote good citizenship and good government;
- To maintain the highest standards of character of those persons seeking and holding public office;
- To advance the interests of the Republican Party in the county, state and nation;
- To remain neutral and not endorse candidates until after the Primary;
- To support Republican candidates selected in the Primary.

Article III—Membership

Section 1. Election

The members of the Committee elected at the May primary for 1978, together with members of the Committee heretofore or hereafter elected to fill any vacancies shall constitute the membership of the Committee until their successors are appointed and qualify. “At each June primary, beginning with the year 1980,...voters in each magisterial district or executive committee district, as the case may be, or the county shall elect one male and female member of the party’s county executive committee,...” [West Virginia Code—Chapter 3, Article 1, Section 9]

Section 2. Composition of Committee

The Wood County Republican Executive Committee shall be composed of those persons elected to serve as members of the committee by election and “shall reside within the county or district from which chosen.”

The State Executive Committee Members from this Senatorial District shall be honorary members of the Wood County Republican Executive committee but without vote unless they are also an elected member of the County Committee.

The Chairman may designate Members-at-Large, Sub-committee chairmen, and Associate Members as non-elected, non-voting members of the Committee.

Associate members are those individuals who donate to the Committee.

Article IV—Term of Office

Section 1. Term

“The term of office of all members of executive committees selected at the primary election in the year one thousand nine hundred eighty-six, shall begin on the first day of July, following the primary, and shall continue for four years thereafter and until their successors are elected and qualified.” [WV Code, 3-1-9]

Section 2. Vacancies

“Vacancies in the party’s executive committee of a...county shall be filled by the party’s executive committee of the county in which such vacancy exists, and shall be for the unexpired term.” [WV Code, 3-1-9]

Section 3. Resignation

The Chairman shall request a resignation from any committee member who is absent from three consecutive scheduled meetings of committee.

Section 4. Vacated by Temporary Move

“An elected committee member who temporarily moves to another place does not, by such removal, vacate their office, and they remain at least a de facto member of the committee until removed by lawful authority.” [WV Code, 3-1-9]

Section 5. Duties of Committee Members

The committee member shall support the purposes of these by-laws. (Article II)

The committee member shall perform such duties as may be assigned to them by the Chairman.

The committee member shall attend regular and special meetings in accordance with these by-laws.

The Committee member shall support the Committee activities.

The Committee member shall submit to the Chairman the obtained list of approved pollworkers when requested.

ARTICLE V – OFFICERS

Section 1. Officers

The officers of the committee shall consist of a Chairman, two Vice-Chairmen, Associate Chairmen (President of Republican Women **and Chairman of the Parkersburg City Republican Executive Committee**), Secretary, and Treasurer. Officers need not be members of the committee and upon election shall hold their respective offices.

Section 2. Initial Election of Officers.

Election of officers shall occur at the first regular or special meeting held in July of 1998 and each four years thereafter. Only those members of the committee elected in the May primary next proceeding shall vote in the election of officers at that meeting.

Section 3. Term

The term of all officers shall begin on the date of their election to such office and shall continue until the first day of July of the fourth year thereafter following the May primaries, and until their successors are elected.

Section 4. Vacancy

Vacancies in any of the positions as officers of the Committee, other than Chairman, shall be filed by appointment by the Chairman for the unexpired term.

Any vacancy in the office of Chairman of the Committee shall be filled by the Wood County Republican Executive Committee for the unexpired term.

Section 5. Duties of the Chairman

The Chairman shall be the chief executive of the Committee, and shall be responsible for the management and administration of its affairs, subject to these bylaws.

The Chairman shall perform duties as required by West Virginia Code – Chapter 3.

The Chairman shall preside at all meetings of the Committee.

The Chairman shall have no vote at any meeting of the Committee, except where the vote on any question is equally divided.

The Chairman shall appoint the membership and designate the Chairman of all subcommittees of the Executive Committee.

The Chairman may appoint such special committees as may be deemed proper or necessary, designate the number and chairman thereof, and define the duties of such committee shall perform, and limit or terminate the existence thereof.

The Chairman shall be an ex officio member of all committees.

The Chairman shall appoint a qualified attorney-at-law as General Counsel for the Committee, who shall advise the Chairman and the Committee upon legal matters.

The Chairman shall appoint a parliamentarian.

The Chairman shall appoint a Chaplain.

The Chairman shall represent the Wood County Republican Executive Committee at all times or to designate a representative in absence of the Chairman.

The Chairman shall supervise the treasurer in collecting and depositing of all funds in a bank which is either a member of the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation, approved by the Wood County Republican Executive Committee.

The Chairman shall co-sign checks with the Treasurer or Vice Chairman.

The Chairman shall work with the Wood County Commissioners and the Wood County Republican Executive Committee on the appointment of election commissioner and clerks. [West Virginia Code, 3-1-28]

The Chairman shall fill the vacancies on the pollworker list, when the Committee member fails to appoint workers or the vacancy comes open at the last minute.

The Chairman shall appoint an Election Commissioner to serve a term the same as the elected County Committee.

Section 6. Duties of the Vice Chairmen

A Vice Chairman shall perform the duties of the Chairman, when the Chairman is absent or unable to serve. The Vice Chairmen shall perform such other duties as may be assigned to them by the Chairman.

The Vice Chairmen shall assist the Chairman in the performance of duties of the Chairman.

One of the Vice Chairman shall be designated by the Committee to co-sign checks in the absence of Chairman or Treasurer.

Section 7. Duties of the Associate Chairmen

The Associate Chairmen **are the** President of the Republican Women's Service League or person designated to represent the Republican Women **and the Chairman of the Parkersburg City Republican Executive Committee.**

The Associate Chairmen shall assist the Chairman with reference to the activities of Republican Women **and the Parkersburg City Republican Executive Committee.**

The Associate Chairmen shall perform such other duties as may be assigned to **them** by the Chairman.

Section 8. Duties of the Secretary

- a. The Secretary shall keep a complete and accurate record of all business transacted at meetings of the Committee
- b. The Secretary shall make such reports as the Chairman or the Committee may require.

- c. The Secretary shall be in charge of the necessary correspondence of the Committee.
- d. The Secretary shall perform such other duties as may be assigned by the chairman.
- e. The Secretary shall be custodian of all records and papers of the Committee.
- f. The Secretary shall conduct roll call and keep track of the attendance of Committee members at Committee meetings.

Section 9. Duties of the Treasurer

The Treasurer shall receive and have charge of all funds of the Executive Committee.

The Treasurer shall deposit such funds in one or more separate bank accounts in the name of the Executive Committee. The bank shall be either a Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation, as approved by the Committee.

The Treasurer shall make sure all expenditures of the committee be made by check, and co-signed by the Chairman or in his absence the Vice Chairman, as approved by the Committee.

The Treasurer and Chairman may disburse nominal sums from time to time for the payment of bills as may be covered in the budget, or expenses of an activity such as a picnic or fundraising event. Such disbursements shall be reported at the next subsequent meeting of the Committee.

The Treasurer shall be an ex officio member of the Finance Sub-Committee.

The Treasurer shall prepare a budget and; submit for approval by the Committee.

The Treasurer shall provide written reports of receipts and disbursements (Treasurer's Report) for all meetings and as directed by the Chairman.

The Treasurer shall submit books for audit **annually** by person or persons approved by the Chairman.

The Treasurer shall be responsible for the preparation and submission of the financial statements to the Secretary of State's Office.

Section 10. Duties of the General Counsel, Parliamentarian

The Parliamentarian shall advise the Chairman upon issues of procedure at meetings of the Committee.

The General Counsel shall advise the Chairman and the Committee upon legal matters.

Section 11. Officers Records

All officers and all committee chairmen shall deliver all records, files, and properties of the Wood County Republican Executive Committee to their successors.

Any information/records placed on computer shall be forwarded to new officers. Computer information/records shall be available to the Chairman and officers upon request.

Section 12. Voting Body

The voting body of the Wood County Republican Executive Committee shall be:

--the elected members (Article III, Section 2)

--the officers elected by the Committee (Article V, Section 1)

--the members elected by the Committee to fill a vacancy (Article IV, Section 2)

Members at Large, Sub-Committee Chairman, and Associate members, who are non-elected members of the Committee (Article III, Section 2c) shall not be entitled to vote.

The Honorary Members of this Committee are not entitled to vote, unless they are elected members of this Committee. (Article III, Section 2b)

Voting by proxy shall not be permitted.

ARTICLE VI MEETINGS

Section 1. Regular Meeting

Regular meetings of the committee shall be convened on the third Tuesday of each month in an election year, except in December. On the off years, the Committee will meet every other month. (January, March, May, July, September, November.) Meetings will begin at 7:30 p.m. at a place designated by the Chairman.

Section 2. Special Meetings

Special meetings of the Committee may be convened by:

--the Chairman, upon his call

--the Vice Chairman or Secretary upon the written request of no less than fifteen (15) members of the committee; provided, that no special meeting shall be convened except upon no less than four (4) days notice by mailing written notice or phone call to each and every member of the committee. No special meeting shall be convened on Sunday or a national or state holiday.

Section 3. Quorum

A quorum at any regular meeting shall consist of the Committee members in attendance.

A quorum at a special meeting shall consist of a majority of the Committee in attendance.

A quorum of a sub committee meeting shall be a majority of the members of the sub-committee.

ARTICLE VII – SUB COMMITTEE

Section 1. Standard Sub Committees

The Chairman may appoint the following sub committees:

Finance, Recruitment, Training, Research, Registration, Bylaws, Awards.

Section 2. Composition of Sub Committees

Each sub committee shall be composed of five (5) or more members.

Section 3. Duties of Subcommittees

The Finance Sub Committee shall secure funds for Plan and Budget of the Committee.

The Recruitment Sub Committee will work continuously to identify potential candidates, members to fill vacancies of the County Committee and prospective volunteers.

The Training Sub Committee shall keep the members of the county Committee, candidates and volunteers informed and train these individuals to better perform their duties and win elections.

The Research Sub Committee shall work continuously develop a file from all media resources, through documentation about current and potential Republican and Democratic candidates.

The Registration Sub Committee shall endeavor to maintain voting registration of all Republicans residing in Wood County and continue to register new Republicans.

The Bylaws Sub Committee shall review the Committee at least once during a four year term of the Committee, during the first year of said term. The Sub Committee shall present changes as amendments to the Committee as needed.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, or the latest edition thereof, shall govern all proceeding in all instances where they are applicable and are not inconsistent with the provisions of the Bylaws of this Committee and West Virginia Code.

ARTICLE IX – AWARDS

The lifetime achievement award of the Committee shall be known as “The William P. A. Nicely Award for Lifetime Achievement in Public Service.” Procedures for making the award, once approved by the Committee and the selection committee, shall not be changed without approval by the Committee and the most recent selection committee.

ARTICLE X – AMENDMENTS

These Bylaws may be amended by written submission at a regular meeting and an affirmative vote of no less than two-thirds at the next regular meeting thereafter.

These Bylaws shall become effective on the day following adoption thereof.

These Bylaws were revised in 1991/1992.

These Bylaws were amended by Committee action on 1/16/1996. Article IX was added.

The quorum for a special meeting (Article VI, Section 3, Paragraph 2) was amended by committee action.

These Bylaws were amended by Committee action on 1/20/1998. (various amendments throughout).

These Bylaws were amended by Committee action on 7/16/2001

These By-laws were amended by Committee action on March 15, 2005 to add the Chairman of the Parkersburg City Republican Executive Committee as an Associate Chairman, thus amending and revising Article V-Officers, Section 1, Section 7 Duties of the Associate Chairman(s), Paragraph a, b, c also amending Article 5-Officers, Section 9 Duties of the Treasurer, Paragraph h, and Article X Amendments.

APPENDIX I

AWARD PROCEDURES

1. General. The “William P. A. Nicely Award for Lifetime Achievement in Public Service” (the Award) was established by the Wood County Republican Executive Committee (the Executive Committee) to recognize exceptional individuals for their service to the people of Wood County, West Virginia.
2. History. The Award was established in 1992 to commemorate the life and service of William P. A. Nicely and to recognize his commitment to improving Wood County, West Virginia, through public service.
3. Timing. Beginning in 1997 and continuing with every other year thereafter, one award may be presented.
4. Selection Committee. A selection committee shall be composed of the following:
 - a) The chairman of the Executive Committee or another member of the Executive Committee designated by the chairman.
 - b) A member of the William P. A. Nicely Family, designated by the Nicely Family.
 - c) All living prior recipients of the Award.
5. Procedure. Each Selection Committee shall establish its own criteria for making the award selection, consistent with these procedures. The Selection Committee shall advise the Executive Committee of its decision so that an appropriate public recognition of the recipient can be arranged. The Selection Committee is not obligated to select a nominee. If the Selection Committee decides that no award is appropriate for a given year, that award opportunity shall be by-passed. The decision of the Selection Committee is final.
6. Eligibility. The recipient must be a Republican who held or who holds appointive or elective public office. The recipient must be from Wood County. Neither the chairman of the Executive Committee nor any member of the selection committee is eligible for selection during the time they hold such positions. Since the purpose of the award is to recognize lifetime achievement, posthumous recognition shall not be considered.
7. Form of Award. The award shall be a Fenton Crystal Vase, engraved with the following inscription:

**The William P. A. Nicely Award
For Lifetime Achievement in Public Service**

Presented to

[name of recipient]

[date of presentation]

by

The Wood County Republican Executive Committee

8. Costs. All costs for the award shall be funded by the Executive Committee.
9. Amendments. These procedures have been agreed to by the Selection Committee and the Executive Committee and may not be amended without approval by both the last Selection Committee and the Executive Committee.